

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND
INSTRUCTION 36-2202**



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Personnel

**AFRC RESERVE FINANCIAL TRAINING &
MANAGEMENT**

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This instruction implements Air Force Instruction (AFI) 36-2201, AF Training Program, AFI 10-213, Comptroller Operations under Emergency Conditions, and AFPAM 65-110, Deployed Agent Operations. It establishes responsibilities, procedures, and relationships of agencies involved in the reserve financial training program. It covers training requirements and establishes procedures and responsibilities for scheduling and conducting training. It provides guidelines for the management of the financial reservist training program. The financial reservist training mission is designed for the member to acquire the financial skills needed to augment the active forces and provide financial operations for all funding, accounting, and customer service requirements during deployment. The Career Field Education and Training Plan (CFETP) is the primary training tool for ensuring financial reservists are prepared to meet mission challenges. This publication only applies to the Air Force Reserve Command (AFRC) and their units. Individual Mobilization Augmentees (IMAs) should work closely with the Active Duty unit of assignment, Unit Training Manager (UTM) and supervisor to accomplish specific requirements prescribed in this document. This AFRCI may be supplemented at any level, but all supplements that directly implement this publication must be routed to the HQ AFRC/FMXX Branch for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers.

Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This instruction has been substantially revised and must be completely reviewed. This review incorporates the procedures in previous version of AFRCI 36-2202 and generally updates the text.

Chapter 1

CONCEPT AND PROCEDURES

1.1. Training Concept. The goal of this training program is to maintain those skills identified in the training standards contained within the 6F0X1 Career Field Education and Training Plan (CFETP). The intent is to train to a standard. Training requirements for each skill level are prescribed in the 6F0X1 CFETP and AFI 36-2201, Air Force Training Program. These requirements must be accomplished in a timely manner, or personnel risk disciplinary action.

1.1.1. Financial Management (FM) reservists are assigned against wartime Unit Type Codes (UTC). The primary mission is to train for wartime/contingency taskings. In addition to wartime training, members will prepare to perform peacetime missions supporting CONUS requirements.

1.1.1.1. Contingency training is based on the SAF/FM Comptroller Contingency Familiarization Course (CCFC) policy, HQ AFRC/FM four year training life cycle, and UTC tasks defined by the Mission Capabilities Statements (MISCAPs).

1.1.1.2. Completion of the SAF/FM CCFC requirements is mandatory for all FM military during the 90 days prior to their Air and Space Expeditionary Force (AEF) window in accordance with SAF/FM policy.

1.1.1.3. The HQ AFRC/FM expectation is for reservists to follow a four-year training rotation cycle. The purpose is to acquire as varied and complete an experience as possible. This cycle should include Annual Tour (AT) at home station, attending the AFRC/FM Combat Comptroller Contingency Course (CCCC), performing with Active Duty, and training support of contingency exercises. Maintaining a close training relationship with regional Active Duty organizations will enhance the training opportunities.

1.1.1.4. All financial management reservists at the 5-skill level and above and officers will attend the AFRC/FM CCCC every four years.

1.1.1.4.1. Completion of CCFC is recommended prior to attending the AFRC/FM CCCC regardless of skill level.

1.1.1.4.2. Completion of CCFC is required prior to attending the AFRC/FM CCCC for members who possess the 3-skill level.

1.1.1.5. Technical Sergeants must attend Silver Flag Training within one year of putting on the rank.

1.1.1.5.1. Completion of the online CCFC is mandatory prior to attending Silver Flag.

1.2. Training Procedure:

1.2.1. Enlisted personnel must complete all mandatory training requirements for award of the 3, 5, 7 and 9 skill levels in accordance with the CFETP, AFI 36-2201, Air Force Training Program, and be certified on all tasks as identified in the Specialty Training Standard (STS).

1.2.1.1. Primary training focus areas are UTC (contingency) and Functional. STS training should be focused on MISCAP and functional area requirements for upgrade training.

1.2.1.2. The member will take part in school tours to keep or increase proficiency in the functional area and/or wartime UTC. For enlisted members, school tours are identified in the CFETP. Officers new to the career field must attend the Basic Financial Management Officer course (BFMOC).

1.2.1.2.1. Officers (Captains and Majors) and Senior Enlisted (MSgts and SMSgts) are encouraged to attend Financial Management Staff Officer's Course (FMSOC). Majors/SMSgts and above are encouraged to attend Defense Financial Management Course (DFMC). Quotas for FMSOC and DFMC will be coordinated through HQ AFRC/FMXX.

1.2.1.2.2. Units will forecast their formal training requirements as required through their unit training office. In-turn, the unit training office notifies HQ AFRC/A1 who then obtains and allocates the individual quotas.

1.2.1.2.3. Deletions or changes to a member's training slot at Keesler AFB schoolhouse must be accomplished 45 days prior to class start date. The senior financial reservist (officer or enlisted) will notify HQ AFRC/FMXX in writing, stating the reason for the change or deletion. HQ AFRC/FMXX can then reallocate the position to best serve the organizations.

1.2.1.2.4. Reserve units should coordinate formal training requirements with their local training office or AFRC/FMXX who will coordinate with Air Education and Training Command.

1.2.1.3. Each unit is responsible for ensuring individual reservists progress in Career Development Courses (CDCs). Monthly reviews of this progress must be documented in the Air Force Training Record (AFTR) and provided to HQ AFRC/FMXX in the unit training assembly (UTA) after action reports.

1.2.1.4. Each unit will prepare a Master Annual Training Plan using the HQ AFRC/FMXX training plan template. The plan must be submitted to HQ AFRC/FMXX no later than the unit's last UTA in September.

1.2.2. Units on bases hosted by active duty can receive training from the host site. Training from the host comptroller squadron is the preferred method to accomplish Seasoning Training Program (STP) and other training requirements. The Memorandum of Agreement (MOA) between the host comptroller and tenant financial management office should include reserve training requirements. Tenant units must communicate training needs for each trainee with the host comptroller and ensure required training is received.

1.2.3. Approved Functional Area Task List (FATL), CFETP, the FM Course list on the Advanced Distributed Learning Service (ADLS) Gateway, and the Combat Comptroller website will be used for lesson plans and tests.

1.2.4. The CDC will be used to satisfy career knowledge requirements IAW AFI 36-2201 and the CFETP.

1.2.5. AT requirements will be submitted utilizing the Air Force Reserve Orders Writing System (AROWS-R) and provided as part of the Master Annual Training Plan.

Chapter 2

RESPONSIBILITIES

2.1. Financial Reservist.

- 2.1.1. Responsible for meeting satisfactory UTA and AT requirements and other necessary training in accordance with AFI36-2254 V1, Reserve Personnel Participation and AFI36-2254 V2, Reserve Personnel Training.
- 2.1.2. Responsible for completing the initial career brief with the superintendent, supervisor, or UDM and actively participating in the learning process for the upgrade training.
- 2.1.3. Completes on-the-job training (OJT), career field specific training, formal training, expeditionary skills training, and ancillary training as outlined in AFI 36-2201, Air Force Training Program. Updates OJT and qualification training accomplishments in AFTR with the trainer/supervisor, when training is performed at UTA or AT.
- 2.1.4. Understand the applicable CFETP requirements and career path.
- 2.1.5. Discusses the various phases and subject matter of training with the trainer.
 - 2.1.5.1. Advises Senior Financial Reservist (officer and enlisted) when training materials are needed and/or training is accomplished.
 - 2.1.5.2. Reads assigned materials and demonstrates proficiency on assigned tasks.
- 2.1.6. Notifies FM unit training manager on progress toward completion of CDCs on a monthly basis.
- 2.1.7. Responsible for maintaining currency of all userids and passwords.
- 2.1.8. Plans AT training and/or special tours and coordinates with the ART and/or Senior Financial Reservist (enlisted and/or officer).
- 2.1.9. Performs AT in accordance with AFRC/FM four year training life cycle, see **1.1.2.3**.
 - 2.1.9.1. Transfers AFTR to training monitor when AT or man-days occur at host comptroller squadron or another active duty location.
 - 2.1.9.2. Submits after-action reports (AT and contingencies) to the ART, Senior Financial Reservist (officer or enlisted), or Civilian Comptroller/Budget Officer by the end of UTA.
- 2.1.10. Requests performance feedback sessions as needed from supervisor.
- 2.1.11. Completes CCFC, CCCC and Silver Flag as required, see **1.1.2.2** and **1.1.2.5**.

2.2. Senior Financial Reservist (Enlisted) and/or Superintendent.

- 2.2.1. Must plan, conduct, monitor, and evaluate training to meet all FM training requirements.
 - 2.2.1.1. Ensures the trainers develop and provide a written Master Annual Training Plan which outlines monthly training requirements specific to each trainee. Training will be

based on AFRC and SAF/FM standardized training materials. The training must be comprehensive to meet overseas and stateside requirements.

2.2.1.2. Ensures trainers provide specialty training to trainees and proper documentation of training is annotated in AFTR.

2.2.1.3. Works with Senior Financial Reservist (Officer)/Military Comptroller, Civilian Comptroller/Budget officer, ART, unit training manager, and individual reservists to tailor specific training requirements and develop long-term training plans.

2.2.1.4. Selects trainers/certifiers. In accordance with AFI 36-2201, trainers must be recommended by their supervisors, qualified to perform the task being trained, and have completed the Air Force Training Course (AFTC). Certifiers must be at least a SSgt (E-5) with a 5-skill level or civilian equivalent, capable of evaluating the task being certified, and have completed the AFTC.

2.2.1.5. Ensures OJT accomplishments of reservists are certified monthly using AFTR.

2.2.2. Monitors progress of skill level upgrade training.

2.2.2.1. Manages the reservist CDC study program.

2.2.2.2. Initiates action to award skill level when the reservist meets all upgrade training requirements.

2.2.3. Manages unit financial reservists and establishes management controls to ensure training meets mission requirements.

2.2.3.1. Ensures initial qualification training begins within 60 days of reservist's assignment to unit.

2.2.3.2. Uses the Master Annual Training Plan to plan training requirements for each reservist and submits plan to HQ AFRC/FMXX annually.

2.2.3.3. Submits formal training requirements to the unit training office and to HQ AFRC/FMXX upon request.

2.2.4. Reviews/approves monthly Status of Resource Training System (SORTS) report, AEF Reporting Tool (ART), and/or DOD Readiness Reporting System (DRRS).

2.2.5. Ensures reservists eligible to participate in contingency operations meet the necessary requirements for worldwide qualification (contingency training course, ancillary requirements, equipment, etc.)

2.2.6. Ensures the UTC XFFAG, Comptroller Logistics Detail Kit, is up-to-date and ready for deployment (if applicable).

2.2.7. Completes the Air Force trainer/certifier course, if necessary.

2.2.8. Encouraged to attend FMSOC, E-7 and E-8.

2.2.9. As appropriate by grade, senior NCOs attend Defense Financial Management Course.

2.2.10. Develops unit awards program to recognize personnel for excellent performance.

2.2.10.1. Ensures quarterly and annual award nominations are submitted to Wing POC, and annual award nominations are submitted to AFRC/FMXX in accordance with prescribed suspense dates.

2.2.10.2. Uses vPC-GR to nominate personnel for decorations.

2.2.11. Ensures Self Inspection Check List requirements found in unit's Management Internal Control Toolset are incorporated in to the FM reservist training program.

2.2.12. Mentors, sets example for, and ensures reservists comply with military standards.

2.3. Senior Financial Reservist (Officer)/Military Comptroller.

2.3.1. Responsible for overall leadership and management, planning, organization, and readiness of the FM Reserve program. The Senior Financial Reservist (Officer)/ Military Comptroller, reports directly to the Wing Commander or Vice Commander as a member of the Wing Staff. He partners with the Civilian Comptroller/ Budget Officer to ensure the success of the program.

2.3.2. Ensures Master Annual Training Plan is prepared and on file at the unit. Responsible for submission of the plan to HQ AFRC/FMXX no later than unit's last UTA in September. The training plan will be developed and in accordance with HQ AFRC/FM template.

2.3.2.1. Ensures monthly UTA after action report is submitted to HQ AFRC/FMXX no later than 10 days after the end of the UTA.

2.3.3. Provides oversight and guidance to Senior Financial Reservist (Enlisted) and/or Superintendent on all aspects of the training program.

2.3.3.1. Ensures a training area and necessary equipment are available to conduct the training.

2.3.3.2. Works with unit Civilian Comptroller/Budget Officer and coordinates with the ART to ensure civilian training support is provided when required during UTA and AT performed at home station.

2.3.3.3. Ensures civilian trainers and certifiers are assigned and qualified.

2.3.3.4. Monitors and evaluates reservist training on a periodic basis.

2.3.4. Ensures assigned reservists have access to financial management systems, email, and the local area network and maintain userids and passwords.

2.3.5. Informs Wing leadership, the Civilian Comptroller/Budget Officer, and HQ AFRC/FMXX on any changes in unit readiness.

2.3.6. Coordinates with ART and Civilian Comptroller/Budget Officer to prepare annual operations and maintenance budget for mobility and training equipment and supply items. Develops reserve personnel appropriation budget for military pay and travel entitlements for the assigned financial reservists.

2.3.7. Coordinates with recruiters to establish criteria and hire recruits properly suited to become successful financial reservists.

2.3.8. Ensures an annual review of HQ AFRC/FMXX deployment requirements is performed to ensure required mobility items are procured, stored, and maintained and reservists are prepared for deployment.

2.3.9. Ensures monthly SORTS, ART and/or DRRS reports are completed, signed, and submitted.

2.3.10. Encouraged to attend the FMSOC and DFMC. See [para 1.2.1.2.1](#)

2.3.11. Completes the CCFC in accordance with SAF/FM policy.

2.3.12. Attends the AFRC/FM CCCC every 4 years.

2.3.13. Develops awards program to recognize personnel for excellent performance.

2.3.13.1. Ensures quarterly and annual award nominations are submitted to Wing POC, and annual award nominations are submitted to AFRC/FMXX in accordance with prescribed suspense dates.

2.3.13.2. Uses vPC-GR to nominate personnel for decorations.

2.3.14. Ensures the applicable FM Reserve Self-Inspection Checklist is completed annually.

2.3.15. Ensures performance feedback and evaluations are completed on all FM reserve military personnel.

2.3.16. If more than one officer is assigned to a reserve unit, the junior officer is rated by the senior ranking officer.

2.4. Air Reserve Technician (ART).

2.4.1. Serves as liaison between assigned reservists and other full time staff functions. Coordinates enrollment in or requirements for:

2.4.1.1. Formal training program to include ordering materials and scheduling of tests.

2.4.1.2. Rescheduling of UTAs.

2.4.1.3. Orders preparation.

2.4.1.4. Ancillary training requirements (chemical warfare training, weapons qualifications, medical appointments, etc.).

2.4.2. Works with Senior Financial Reservist (officer and enlisted) and coordinates with Civilian Comptroller/Budget officer to ensure civilian training support is provided when required during UTA and AT performed at home station.

2.4.3. If required, fulfills responsibilities designated in the AFI 36-2201 for Unit Training Managers (UTMs).

2.4.3.1. Works with Senior Financial Reservist (officer and enlisted) and Civilian Comptroller/Budget officer to ensure all civilian trainers/certifiers have the proper certification training IAW AFI 36-2201.

2.4.3.2. Maintains and monitors assigned reservist training records in AFTR.

2.4.3.3. Works with the Senior Financial Reservists (officer and enlisted) to develop Master Annual Training Plan for reservists and a training schedule for each UTA.

2.4.3.4. Works with Senior Financial Reservists (officer and enlisted) to monitor reservist upgrade and proficiency training and ensure timely progression in accordance with the CFETP.

2.4.3.5. Works with Senior Financial Reservists (officer and enlisted) to coordinate formal school tours and ATs to maximize training opportunities. Schedules reservists for MAJCOM and Air Force-level contingency exercises and training.

2.4.3.6. Coordinates OJT.

2.4.3.7. With guidance from Senior Financial Reservist (officer and enlisted) and the reservist's supervisor, the ART coordinates with the off-station AT site advising them of the type of training required for each reservist no later than 45 days before the start of AT.

2.4.4. Distributes and responds to manning assistance requests levied by HQ AFRC/FMXX.

2.4.5. Ensures a copy of the training feedback on AT, TDY, and AEF are provided to HQ AFRC/FMXX.

2.4.6. Maintains contact with HQ AFRC/FMXX to secure up-to-date information on wartime mission, deployment locations, and AEF tasking. Works with Senior Financial Reservists (officer and enlisted) and Civilian Comptroller/Budget Officer to formulate plans and operational instructions to assist financial reservists in responding to tasking.

2.4.7. Disseminates all changes in mobility data to commander, Senior Financial Reservists (officer and enlisted), and Civilian Comptroller/Budget Officer.

2.4.8. Works with the Senior Financial Reservists (officer and enlisted) and Civilian Comptroller/Budget Officer to ensure financial reservists meet all requirements for worldwide deployment tasking.

2.4.9. Monitors mobility roster and tasking requirements to ensure qualified members are assigned mobility positions.

2.4.10. If applicable, ensures UTC XFFAG logistic detail kit is up-to-date and ready for deployment (current regulations, forms, and equipment).

2.4.11. If required, coordinates monthly SORTS, ART, and/or DRRS reports with the Senior Financial Reservists (officer and enlisted).

2.4.12. If required, ensures award nominations are submitted to Wing or AFRC/FMXX on schedule.

2.4.13. Completes all other duties as assigned by Senior Financial Reservist (officer and enlisted).

2.5. Civilian Comptroller/Budget Officer:

2.5.1. Responsible for overall leadership and management, planning and organization, of base level financial management operations. Partners with the Military Comptroller/ Senior Financial Reservist (officer and enlisted) to ensure the success of the FM Reserve program.

2.5.2. Provides guidance, mentoring, support, and training to Senior Financial Reservists (officer and enlisted).

2.5.3. Reviews the Master Annual Training Plan developed by the Senior Financial Reservists (officer and enlisted) and works to schedule civilian support during UTAs and AT to provide training to reservists.

2.5.4. Ensures office space, computers, publications, and other necessary equipment are available for reservists during the UTA and provides adequate storage space to file training records and equipment of reservists.

2.5.5. Ensures availability of and access to financial management systems, email, and the local area network for assigned reservists. Coordinates computer system requirements with the Senior Financial Reservists (officer and enlisted) and take steps to ensure software and hardware updates are completed in a timely manner.

2.5.6. Ensures open lines of communication between civilian work force and reservists to enhance training program and guarantee success of financial management operations as base level.

2.5.7. Attends a minimum of one (1) UTA per quarter to observe training and coordinate with Senior Financial Reservists (officer and enlisted).

2.5.8. Coordinates with Senior Financial Reservists (officer and enlisted) on FM policy and program changes.

2.5.9. At tenant locations, ensures the MOA with the host Comptroller includes reservists' training requirements.

2.5.10. Plans and budgets for Comptroller Logistics Detail Kit (UTC XFFAG), schools, training, and mandays required by the reservists in the Master Annual Training Plan.

2.5.11. Ensures applicable FM Self-Inspection Check List is completed annually.

2.6. HQ AFRC/FMXX.

2.6.1. Serves as the Finance Functional Area Manager (FAM), MAJCOM Functional Manager (MFM) and Training Manager. Oversees the education and training program, manpower, and deployment of the comptroller reservists to ensure compliance with applicable directives.

2.6.2. Performs Functional Assistance Visits (FAV) at units to review the overall training program, to evaluate the effectiveness of leadership and management, assess the quality of planning and organization and ascertain readiness through continuous process growth and improvements.

2.6.3. Provides guidance and policy interpretation to the unit on training issues and initiatives.

2.6.4. Serves as HQ AFRC/FM liaison for financial reserve organization structure and the financial reservist training program.

2.6.5. Maintains financial reservist training program database.

2.6.6. Ensures training on wartime tasks are included in unit training.

2.6.7. Identifies and coordinates MAJCOM training requirements.

- 2.6.8. Reviews AT plans submitted by units as part of the Master Annual Training Plan. Reports any problems to Senior Financial Reservist (officer and enlisted)/ART.
- 2.6.9. Plans and schedules a reservist workshop as required. Facilitates communication between reserve units and HQs through multiple avenues; Defense Connect Online conferences (DCOs), teleconferences, newsletters, etc.
- 2.6.10. Oversees SORTS, ART, and/or DRRS reporting.
- 2.6.11. Coordinates AEF and mobilization tasking with HQ AFRC/A5XW, AFRC Force Generation Center and applicable Headquarters Air Force, Force Provider, and ANG FAMS.
- 2.6.12. Chairs all Financial Reservists' Working Groups.
- 2.6.13. Oversees annual HQ AFRC/FM awards program.
- 2.6.14. Monitors corrective actions for training deficiencies.
- 2.6.15. Coordinates policy and program changes with FM reserve units.
- 2.6.16. Monitors unit OJT to ensure that qualifications and skill level upgrade requirements meet MAJCOM priorities.
- 2.6.17. Oversees and forecasts formal school requirements each year.
- 2.6.18. Attends Utilization and Training Workshops (U &TW).
- 2.6.19. Evaluates training waiver requests based on requirements outlined in AFI 36-2201, Chapter 4.

Chapter 3

DEPLOYMENTS

3.1. Air & Space Expeditionary Force (AEF).

3.1.1. Financial reservists are required to participate in the AEF life cycle that includes training, preparation, and on-call/deployment eligibility. Finance reservists are committed to a minimum of a 15-day in-place tour with the option of volunteering for longer tours with unit commander and HQ AFRC/FMXX approval. Deployable reservists are required to be current on all ancillary and contingency training.

3.2. Contingencies.

3.2.1. When approved by unit commander and HQ AFRC/FM, financial reservists may deploy in support of their unit or an active duty unit during a contingency. Volunteerism under 10 U.S.C. § 12301 (d) does not prevent a reservist from mobilization.

3.2.2. Deployed reservists must submit after-action reports to their Senior Financial Reservists (officer and enlisted) or ART within 30 days of return to home station. The Senior Financial Reservists (officer and enlisted) or ART sends a copy of this report to HQ AFRC/FMXX.

JAMES F. JACKSON, Lt General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-213, *Comptroller Operations under Emergency Condition*, 22 July 1994

AFI 36-2201, *AF Training Program*, 15 September 2010

AFI36-2254 V1, *Reserve Personnel Participation*, 26 May 2010

AFI36-2254 V2, *Reserve Personnel Training*, 9 June 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPAM 65-110, *Deployed Agent Operations*, 10 October 2001

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ADLS—Advanced Distributed Learning Service

AEF—Air and Space Expeditionary Force

AFI—Air Force Instruction

AFPAM—Air Force Pamphlet

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFTC—Air Force Training Course

AFTR—Air Force Training Record

ANG—Air National Guard

ART—AEF Reporting Tool

AT—Annual Tour

BFMOC—Basic Financial Management Officer Course

CCCC—Combat Comptroller Contingency Course

CCFC—Comptroller Contingency Familiarization Course

CDC—Career Development Courses

CFETP—Career Field Education and Training Plan

CONUS—Continental United States

DFMC—Defense Financial Management Course

DRRS—DOD Readiness Reporting System

FAM—Functional Area Manager

FATL—Functional Area Task List
FAV—Functional Assistance Visits
FMSOC—Financial Management Staff Officer’s Course
IMAs—Individual Mobilization Augmentees
MISCAPs—Mission Capabilities Statements
MFM—MAJCOM Functional Manager
MOA—Memorandum of Agreement
OJT—On-The-Job Training
OPR—Office of Primary Responsibility
RDS—Records Disposition Schedule
SORTS—Status of Resource Training System
STP—Seasoning Training Program
STS—Specialty Training Standard
U&TW—Utilization and Training Workshops
UTA—Unit Training Assembly
UTC—Unit Type Codes
UTM—Unit Training Manager